

Last updated: April 6, 1998

General Part

If you answered ***NO*** to question (1), and have not filed a charge with OSC, you need to contact them before filing a complaint with us. Go to the last page of this format for OSC's address and telephone numbers.

(2) I filed a charge with OSC on _____ / _____ / _____.

month day year

(3) The OSC sent me a letter telling me that I now can file my complaint with the Office of the Chief Administrative Hearing Officer ___ YES or ___ NO.

Please provide the information requested below by filling in all blanks:

Other names that I use are: _____

city	state	zip code
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CHECK ONLY ONE

(5) I am:

___ a United States Citizen, or

___ a United States National, or

___ an Alien authorized to be employed in the United States, or

___ an Alien who is not work authorized now, but was authorized to be employed in the United States at the time of the discrimination.

If you are not a United States Citizen, please answer questions (6) through (12) that apply to you

(6) I was born in the country of: _____.

(7) I am a citizen of: _____.

(8) I became eligible to apply for naturalization on: _____ / _____ / _____.
month day year

(9) I applied for naturalization on: _____ / _____ / _____.
month day year

(10) I became a naturalized citizen on: _____ / _____ / _____.
month day year

(11) I obtained my permanent residence status on: _____ / _____ / _____.
month day year

(12) I was authorized to be employed in the
United States from: _____ / _____ / _____ to: _____ / _____ / _____.
month day year month day year

CHECK ONLY ONE

(13) I have been discriminated against because of my national origin: ___ YES or ___ NO.

CHECK ONLY ONE

(14) I have been discriminated against because of my citizenship status: ___ YES or ___ NO.

FILL IN THE BLANKS

(15) The Business or Employer who I claim discriminated against me is:

name

Street address

city state zip code

Other addresses used by business/employer:

Street address

city state zip code

Part I: KNOWINGLY AND INTENTIONALLY NOT HIRED

(1) I was knowingly and intentionally not hired: __ YES or __ NO

If your answer to question (1) is no, go to Part II.

If your answer to question (1) is yes, complete the remainder of Part I.

(2) On: ____ / ____ / ____ , I applied for work at the business/employer.
month day year

(3) The job was (describe job and duties):

CHECK ONLY ONE

(4) I was not hired because of my:

- ____ citizenship status, or
- ____ national origin, or
- ____ citizenship status AND national origin.

(5) I was qualified for the job and the business/employer was looking for workers: __ YES or __ NO.

(6) After I was not hired, the job remained open and the business/employer continued taking applications from other people with my qualifications: __YES or __NO.

Your answer to the next question (7) will not affect your right to bring this action.

(7) I want to be hired by the business/employer: __YES or __NO.

(8) State the reason(s) you were not hired:

Part II: **KNOWINGLY AND INTENTIONALLY FIRED**

(1) I was knowingly and intentionally fired: __YES or __NO.

If your answer to question (1) is no, go to Part III.

If your answer to question (1) is yes, complete the remainder of Part II.

CHECK ONLY ONE

(2) I was fired because of my:

__citizenship status, or

__national origin, or

__citizenship status AND national origin.

(3) I was fired on: ____ / ____ / ____ .
 month day year

CHECK ONLY ONE

(4) I was qualified for the job but was fired anyway: __YES or __NO.

(5) Although I was fired, other workers in my situation of different nationalities or citizenship were not fired: __YES or __NO.

Your answer to the next question (6) will not affect your right to bring this action.

(6) I was qualified for the job but was fired anyway: __YES or __NO.

(7) State the reason(s) you were fired:

Part III: INTIMIDATED, THREATENED, COERCED, OR RETALIATED AGAINST

(1) I was intimidated, threatened, coerced, or retaliated against because I filed or planned to file a complaint: __YES or __NO.

(2) I was intimidated, threatened, coerced, or retaliated against to keep me from assisting someone else file a complaint: __YES or __NO.

If your answer to question (1) or (2) is no, go to Part IV.

If your answer to question (1) or (2) is yes, complete the remainder of Part III.

(3) Explain what happened to you:

Part IV: DOCUMENTS

(1) The business/employer refused to accept the documents that I presented to show I can work in the United States: __YES or __NO.

If your answer to question (1) is no, go to question (3) below.

If your answer to question (1) is yes, go to question (2) below.

(2) The business/employer refused to accept the following documents:

(3) The business/employer asked me for more or different documents than required to show that I am authorized to work in the United States: __YES or __NO.

If your answer to question (3) is no, go to question (5) below.

If your answer to question (3) is yes, go to question (4) below.

(4) The business/employer asked me for the following documents:

(5) I want back pay: __YES or __NO.

(6) I want back pay from: ____ / ____ / ____ .
month day year

The Complaint respectfully requests:

That the Office of the Chief Administrative Hearing Officer serve the complaint and notice of hearing on the Respondent and assign an Administrative Law Judge to consider the complaint and to preside at a hearing as soon as practicable;

That the Administrative Law Judge grant the relief available as contained within 28 C.F.R. §68.52.

YOU MUST SIGN AND DATE THIS COMPLAINT/QUESTIONNAIRE BELOW:

SIGN: _____

DATE: ____ / ____ / ____
month day year

Please remember to send an original and four copies of this Complaint/Questionnaire all with original signatures. Also, attach to this Complaint/Questionnaire:

Five copies of the charge document that you filed with OSC, and, five copies of the letter you received from the OSC.

The Office of Special Counsel for Unfair Immigration-Related Employment Practices may be reached at the following address:

The Office of Special Counsel for Immigration-Related Unfair Employment Practices, P.O. Box 27728, Washington, DC 20038-7728.

For more information, call the OSC Employer Hotline at 1-800-255-8155 (toll free); 1-800-362-2735 (TDD device for the hearing impaired).

For questions about Title VII, please contact the Equal Employment Opportunity Commission at 1-800-669-4000 (toll free) or 202-275-7518 (TDD) for the hearing impaired).